

# Determine/assign the facility code of a proximity key fob or proximity key card

The facility code of a proximity key fob or key card is a 3-digit number that is programmed into a fob/card but is not printed on the fob/card.

The facility code is printed on the box or plastic bag that the key fobs/cards were shipped in.

Facility codes may change when you order a new batch of key fobs/cards but all facility codes will work with your scanning system.

The assigned barcode for a proximity fob/card must contain a total of 8 digits: the 3-digit facility code followed by the 5 digits printed on the fob/card.

3 methods for assigning a proximity key fob/card to a member:

## **Requires no knowledge of the facility code:**

1) By scanning the fob/card on your Desktop Proximity Scanner.

- Click the “Barcode” button on the member record then scan the fob/card on the Desktop Proximity Scanner.

- The entire 8-digit number, which begins with the 3-digit facility code followed by the 5-digit number of the fob/card, will show.

- Click OK to save this “barcode” for this member. The fob/card will work with the door access system and/or at this desktop reader.

2) By scanning the fob/card on the door reader.

- Click the “Barcode” button on the member record then scan the fob/card at the door reader, then click OK to save the 8-digit number.

- The fob/card will work with the door access system.

## **Requires knowledge of the facility code:**

3) By typing in the 8 digits into the “barcode” field. You must know the facility code to use this method.

- Click the “Barcode” button on the member record then type the 3-digit facility code followed by (no space) the 5 digits visible on the back of the fob/card.

- Click OK to save this “barcode” for this member.

- The fob/card will work with the door access system.

Online URL: <https://gymassistant.phpkb.cloud/article/determine-assign-the-facility-code-of-a-proximity-key-fob-or-proximity-key-card.html>